



**STATE OF UTAH**  
**invites applications for the position of:**

**Custodian II**

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**SALARY:** \$10.88 Hourly

**OPENING DATE:** 01/31/19

**CLOSING DATE:** 02/06/19 11:59 PM

**NUMBER OF  
OPENINGS:** 1

**BENEFITS:** This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**CRIMINAL  
BACKGROUND  
CHECK:** You must successfully pass a criminal history check.

**DRIVER  
LICENSE  
REQUIREMENTS:** Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:  
<https://rules.utah.gov/publicat/code/r027/r027-007.htm#T3>

**PHYSICAL  
ADDRESS:** Central Utah Correctional Facility 255 East 300 North Gunnison, UT

**RECRUITER  
INFORMATION:** Jeffie Dickerson - [jdickers@utah.gov](mailto:jdickers@utah.gov) - (801) 545-5570

**OVERTIME  
EXEMPT:** No

**SCHEDULE  
CODE:** B - Competitive Career Service - Employment in this position requires a probationary period.

**EEO  
STATEMENT:** The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

**FMLA  
NOTIFICATION:** FMLA Compliance: The State of Utah complies with the Family Medical Leave Act that entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance

coverage under the same terms and conditions as if the employee had not taken leave. Information is available at <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> or <https://www.dol.gov/whd/regs/compliance/posters/fmlasp.pdf> (Spanish)

## JOB DESCRIPTION:

**Professionalism- Respect.-Integrity- Duty.-Excellence  
(PRIDE)**



### Job Description

The Central Utah Correctional Facility is looking for a detail oriented, **Custodian II** to functionally supervise, coordinate, and delegate activities of workers engaged in the cleaning and upkeep of building interiors.

### Principal Duties

The Custodian II will perform a variety of duties such as;

- Provides assistance and/or on-the-job training.
- Reviews and/or inspects work for quality, accuracy, and completeness.
- Ensures that there is an adequate supply of materials available. Orders, receives, inspects, and stores equipment, merchandise, commodities, materials, and/or supplies.
- Cleans and maintains floors, dusts, waxes and polishes furniture, washes windows, mirrors, and other glass or plastic items, empties trash and garbage, etc.
- Ensuring quality control

### Ideal candidate will:

- Have professional experience in housekeeping practices, techniques and procedures.
- Be detailed oriented.
- Display excellent communication skills.
- Have experience ensuring compliance with contract terms, policies and procedures.
- Be able to lift 50 pounds.
- Have supervisory experience.
- Have experience with many cleaning agents, products and equipment.

### Preference

**\* Preference may be given to those with janitorial and/or supervisory experience.**

### Why You Should Join Our Team

Besides working with a dedicated team of professionals who are dedicated to ensuring the public's safety, you will receive great health and retirement benefits. Click [here](#) to view a summary of the benefits we offer. We also provide generous paid time off so you can spend more time with your family and have a positive work-life balance.

### The Agency

The Utah Department of Corrections is a dedicated team of professionals who ensures public safety by effectively managing offenders while maintaining close collaboration with partner agencies and the community. Our team is devoted to providing maximum opportunities for offenders to make lasting changes through accountability, treatment, education, and positive reinforcement within a safe environment.

**For additional information about the Utah Department of Corrections please go to this link.** <http://www.corrections.utah.gov/>

### **EXAMPLE OF DUTIES:**

- Lead or functionally supervise staff; delegate work assignments, monitor/review quality of work, schedule staff, provide technical assistance or training, and/or provide input on performance appraisal, hiring and discipline.
- Maintains building(s) and/or facilities in a clean and orderly condition.
- Cleans, sterilizes and or disinfects areas and/or equipment.
- Sets up and arranges tables and chairs.

### **TYPICAL QUALIFICATIONS:**

(includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

- maintain inventory; track receipt, sending and delivery of materials
- lead the work of others by monitoring, reviewing, training co-workers and/or delegating work
- maintain and/or repair tools and equipment
- follow written and/or oral instructions
- identify developmental needs of others and coach, mentor, or otherwise help others to improve their knowledge, skills and abilities

### **SUPPLEMENTAL INFORMATION:**

- Risks which require the use of special safety precautions and/or equipment, e.g., working around operating machines, working with contagious diseases or hazardous chemicals, etc.
- The work requires considerable and strenuous physical exertion such as frequent climbing, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas, defending oneself and/or others against physical attack.
- Must pass thorough background investigation.
- All applications must be submitted online. Resumes emailed/faxed will not be considered.
- Only those who meet minimum qualifications will be contacted.

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APPLICATIONS MAY BE FILED ONLINE AT:

<https://statejobs.utah.gov>

2120 State Office Building  
Salt Lake City, UT 84114  
801-538-3025

[statejobs@utah.gov](mailto:statejobs@utah.gov)

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Position #18648  
CUSTODIAN II  
JD

**Custodian II Supplemental Questionnaire**

- \* 1. The essential functions of this position include, but are not limited to: lifting over 50 pounds, climbing ladders, bending, and crouching or crawling into small areas. Are you able to perform these functions?
  - ☐ Yes
  - ☐ No
- \* 2. You must be 18 years of age or older and able to pass a background check to qualify for this position. Do you meet these requirements?
  - ☐ Yes
  - ☐ No
- \* 3. This position is working in a correctional prison facility. Would you be comfortable working within secure areas of this type of facility?
  - ☐ Yes
  - ☐ No
- \* 4. Have you ever worked in a Correctional facility setting?
  - ☐ Yes
  - ☐ No
- 5. If yes to the above question, please describe your experience, and positions held, in the space provided below.
- \* 6. Please indicate your years of experience as an employed custodian.
  - ☐ None
  - ☐ Less than 1 year
  - ☐ 1-2 years
  - ☐ 2-3 years
  - ☐ 3-4 years
  - ☐ 4-5 years
  - ☐ 5+ years
- 7. Please describe your job duties as a custodian, in the space provided below.
- \* 8. Please indicate your years of job experience in a supervisory capacity.
  - ☐ None
  - ☐ Less than 1 year
  - ☐ 1-2 years
  - ☐ 2-3 years
  - ☐ 3-4 years
  - ☐ 4-5 years
  - ☐ 5+ years
- \* 9. Describe your job-related experience in supervising workers.
- \* 10. Please indicate how you heard about this specific job posting.
  - ☐ State Jobs
  - ☐ An External Job Posting Site (Indeed, LinkedIn, etc.)
  - ☐ Social Media (Facebook, Twitter, etc.)
  - ☐ Advertisement (Newspaper, Internet, Radio, etc.)
  - ☐ Professional Network

- ☐ University Network (Career Center)
- ☐ Referred by a Friend or Colleague
- ☐ Contacted by a Recruiter
- ☐ Career Fair
- ☐ Internal communication from a State Agency that employs me - State employees only
- ☐ Other

\* Required Question